



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 027 - 09

OPEN TO: **All Qualified Candidates**

POSITION: **Fraud Investigator Specialist, FSN – 9; FP- 5**
(Salary approx. Tk. 53,000+ per month)

**Depending on qualifications and experience
incumbent may be hired at a lower trainee grade
level as below:**

Trainee Fraud Investigator Specialist, FSN – 8; FP- 6
(Salary approx. Tk. 43,000+ per month)

OPENING DATE: **May 3, 2009**

CLOSING DATE: **May 16, 2009** (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE
THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE
FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of Fraud Investigator Specialist for its Fraud Prevention Unit (FPU) in the Consular Section.



BASIC FUNCTION: The incumbent is responsible for direct supervision of FPU Locally Employed Staff (LES) in accordance with procedures outlined in the FPU Standard Operating Procedures (SOP).

MAJOR DUTIES AND RESPONSIBILITIES:

- ✚ Incumbent supervises LES staff and their functions, which includes processing, filing, and tracking cases that are referred to the FPU and for preparing cases for investigation.
- ✚ Drafts and proofreads investigative reports prior to submission to the Fraud Prevention Manager (FPM).
- ✚ Incumbent must be thoroughly familiar with all visa categories and visa processing and issuance procedures in order to facilitate FPU capability to assist officers on investigations and as interpreters at the window.
- ✚ The Incumbent is also the subject matter expert on the validity of documents and IDs.
- ✚ Incumbent responsible for quality control oversight for the work of the FPU LES.
- ✚ Incumbent identifies areas for improving the performance and efficiency of the FPU and develops projects and initiatives to accomplish these goals. Actively participates in strategic or tactical FPU planning efforts and resource scheduling.
- ✚ The FPU LES supervisor is responsible for creating and keeping up to date a training package for newly arrived consular officers and overall responsibility for all aspects of DNA and BAT (Bone Age Testing).
- ✚ Assists other units within the Consular Section and any other duties assigned by the FPM.

QUALIFICATIONS REQUIRED:

- 1. Education:** Completion of Bachelor's degree from a recognized University.
- 2. Language Proficiency:** Level IV (Fluent) in both English and Bangla. English language proficiency will be tested at the time of selection.



3. Prior Work Experience: 3 to 5 years of progressively complex administrative support work experience. At least six months supervisory experience required.

4. Job Knowledge: A thorough knowledge of visa operations, processes, procedures, and regulations. Familiarity with local laws and customs - especially marriages and divorces. Expertise in the area of identifying local documents and the ability to spot fake or fraudulent documentation.

5. Skills & Abilities:

Able to supervise and foster teamwork, work independently on investigations and record maintenance. Able to exercise initiative in obtaining evidence either through direct questioning or via alternative methods involving information technology. Able to utilize Microsoft Office suite of tools (Access, Excel, etc.). Able to use discretion in the handling of sensitive and privileged information.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.



TO APPLY:

Interested candidates are requested to submit the following:

1. Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at South barrier (near the Vatican Embassy) and in the Human Resources Office, Ext. 2533. A copy is also attached hereto for your convenience.

[Application Form](#)

2. Interested USEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF- 612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

[OF-612](#)

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

ONLY complete and up-to-date application forms with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime. CV's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500, Ext: 2533

Fax # 9887825



DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM): Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad and is under COM authority. The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM.

3. Member of Household (MOH): An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

NOTE: *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Cleared by:

HRO: CONS: FMO: MGT